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3 March 1982

MEMORANDUM FOR: See Distribution

FROM : Special Assistant to the Director for Interdepartmental Affairs

SUBJECT : Support for DCI Participation in NSC-Level Meetings

1. The following are revised procedures for supporting the DCI in NSC-level meetings. The objective of the revisions is to streamline support and to increase the responsiveness of the organization.

2. The procedures to be followed are:

a. Upon receiving notification of an NSC-level meeting, I will meet with the Director to determine who should be his substantive action officer for that particular meeting.

b. As soon as possible that action officer and I will meet with the Director to discuss what the focus of the meeting is likely to be and what materials the Director will need for his participation. We will decide also when the Director should have the material to review.

c. It will then be up to the action officer to contact and task the appropriate organizations within the Agency to meet the agreed schedule. The action officer will deliver the package of materials to me for final review and transmission to the Director. In most cases this will be no later than 1200 the day before the meeting.

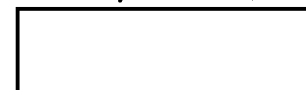
d. On the day of the meeting, the action officer should be prepared to meet with the Director and to field any last-minute questions he might have. This may require meeting the Director at the OEGB.

3. All this sounds straightforward, but in practice it is complicated by several factors.

a. There usually is insufficient time to prepare materials for meetings which are called on short notice.

b. NSC papers usually arrive only the day before the meeting. Because of these impediments, the Director must have confidence that he has the support of a single substantive action officer, who is working the problem for him and who is "plugged into" interagency deliberations.

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4. For ease of presentation, all action officers are asked to prepare their materials according to the following outline.

a. A cover memorandum from the action officer should address the following:

- the purpose of the meeting;
- the critical issues to be discussed;
- positions of other agencies on these issues;
- any significant intelligence input, i.e., recent NIE, SNIE, IIM, or Agency report that bears on the issues;
- a brief description and relevance of the backup materials included;
- a recommendation on how the Director ought to address the issues to be discussed; and
- a list of those components from whom inputs were solicited.

b. A "Table of Contents" should be submitted with the material tabbed accordingly in a logical and straightforward manner.

c. A set of talking points or summary statement should be prepared for the Director's use, including a current intelligence briefing/update when appropriate.

5. This material should be submitted to me in three copies at the agreed time for final review and packaging before being forwarded to the Director. The three copies are for the DCI, the DDCI, and our files.

6. Any changes in format or scheduling should be cleared with me. The objective is to make the preparation of these materials as straightforward and easy as possible for the Director to use. We will have to be flexible to some degree depending on the amount of time we have available and depending on the Director's schedule. The action officer and I will work together to make sure that in each case all those involved in preparing materials have maximum time possible to respond.

7. A list of primary and alternate backup action officers has been compiled and approved by the Director. In most cases, NIOs will be the designated action officers. DDO division chiefs will become the primary action officers for NSPG meetings at which covert action or operational matters are to be addressed. In any case, the primary action officer will rely heavily on his colleagues for support in soliciting materials for the Director.



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Attachment

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Distribution:

Original - DCI

1 - DDCI

1 - ExDir

1 - DDO

1 - DDI

1 - C/NIC

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